



### ACCOMMODATION BOOKING FORM

#### CONTACT DETAILS (please complete in CAPITAL letters)

Company Name:		
Address:		
Postal Code:	City:	Country:
Main Contact (First name, surname):		
E-mail (main contact):		
Telephone:	Mobile phone:	Fax:

#### HOTEL PREFERENCE

Due to the high demand for accommodation during the event, please select a choice of 3 hotels in order of preference. Please endeavour to separate your choices into different categories or location to ensure that we can offer you the best options available.

For details of available hotels please go to: [www.mobileworldcongress.beinbeyond.com](http://www.mobileworldcongress.beinbeyond.com)

1 <sup>st</sup> choice:	2 <sup>nd</sup> choice:	3 <sup>rd</sup> choice:
-------------------------	-------------------------	-------------------------

Please be aware that your request will be subject to availability and can only be confirmed once the minimum stay deposit payment is received.

#### BOOKING DETAILS

Number of rooms needed: \_\_\_\_\_

Should you not have the name(s) of your delegate(s) yet, please tick the box: Pre-booking

Name (First name, surname)	Dates		Room Category	Room Type*	Accompanying Person (in case of Double or Twin)	Smoking
	Arrival	Departure				
				<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Twin		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Twin		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Twin		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Twin		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Twin		<input type="checkbox"/> Yes <input type="checkbox"/> No

\* **Single**: 1 large bed for single occupancy; **Double**: 1 large bed for double occupancy; **Twin**: 2 separated beds for double occupancy

#### BE CAREFUL:

The City of Barcelona is very popular. To avoid last minute difficulties of non availability, please book your accommodation as soon as possible with the exact **arrival** and **departure** dates that you will require. You are also strongly recommended to **reserve** your **flight well in advance**.



### HOTEL BOOKING POLICY

**Minimum stay:** Please, remember that you will be committed to a **minimum stay of 3 nights** per reserved room (exceptionally, a few hotels may require a 4 to 5 night minimum stay for specific products). A **deposit** corresponding to the minimum stay per reserved room is required to secure your hotel reservation. The final invoice shall be settled directly to the hotel upon checkout and the pre-paid deposit will be deducted from it.

**From July 1<sup>st</sup> 2008 to January 4th 2009**, in case of cancellation of reservation, you are committed to pay 10 % of the deposit paid for your cancelled booking as **administrative cancellation fees penalty**. Names changes are without restriction.

**From January 5<sup>th</sup> 2009**, in case of cancellation of reservation, we regret that **after this date no refund or transfer of deposit can be made**.

**From February 6th 2009**, you are committed to pay the full stay of your booking as per the reservation details confirmed to you by Barcelona Business Pass. In the event of modifications to your reservation (including early departure), your chosen hotel has the right to invoice you for the original number of nights reserved and original room occupancy selected, even if your reservation still exceeds the minimum stay duration. Guest name changes are without restriction.

**Cancellations** shall be communicated to Barcelona Business Pass in writing via email at the following address: [mobileworldcongress@beinbeyond.com](mailto:mobileworldcongress@beinbeyond.com) or by fax on +34 93 414 17 86. Cancellations will be confirmed in 24 hours. Penalties may apply. Telephone cancellations are not accepted as valid.

I hereby confirm that I have well read and approved the Hotel Booking Policy above:

Name of responsible: \_\_\_\_\_

Signature (compulsory): \_\_\_\_\_

### RESERVATION MODIFICATIONS

**Up to February 8th 2009** all changes shall be communicated to Barcelona Business Pass by email or through the website "**Manage My Reservation**" function at [www.mobileworldcongress.beinbeyond.com](http://www.mobileworldcongress.beinbeyond.com). Received changes will be confirmed without charge by Barcelona Business Pass within 24 hours subject to availability.

**From February 10th 2009**, for all companies that reserved fewer than 25 rooms with Barcelona Business Pass, last minute modifications shall be communicated directly to the reserved hotel, and, subject to availability, will be confirmed to you by the hotel. Full hotel contact details will be made available online

### DEPOSIT PAYMENT OPTIONS

By **Cheque in Euros**

Payable to Barcelona Business Pass (BBP) and send to:  
Barcelona Business Pass – Mobile World Congress  
Accommodation  
C/ Aribau, 191, 2º 2ª - 08021 Barcelona (SPAIN)

By **Bank transfer**

To Barcelona Business Pass (*bank charges are payable by applicant*)  
Bank BBVA - Pg de Gracia 25 - 08007 Barcelona (SPAIN)  
Bank Account: 0182 1797 31 0201530452 – IBAN: ES13 0182  
1797 3102 0153 0452 - SWIFT/BIC: BBVAESMMXXX

By **Credit Card**

Credit Card Type:  American Express  Eurocard/Mastercard  Visa

Credit Card N°: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiry Date (MM/YY): \_\_\_\_ / \_\_\_\_

Security Code: \_\_\_\_ (security code number – 3 last digits on the back of the card; for American Express 4 digits on the front of the card)

I hereby authorise Barcelona Business Pass to charge the indicated credit card for the requested deposit:

Name of cardholder: \_\_\_\_\_

Signature (compulsory): \_\_\_\_\_